



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

880822-01

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation Rights of Way Office No. 2 Capitol Square Atlanta, Georgia 30334	Application Number 74-016-A	
Application Number		Date Received AUG 22 1988	Date Completed AUG 14 1989
2. Person to Contact Bob McDuffie		Working Title Rights of Way District Manager	Telephone Number 656-5377
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-016-A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973 Latest to date		5. Records Series Title (followed by title used in office; if different) Rights of Way Acquisition File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges financed by Federal-Aid, State-Aid or Authority funds. Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division. <u>THE OFFICE OF RIGHT OF WAY FUNCTION</u> The function of the Right of Way Office is to acquire needed land or interest in land through accepted appraisal, negotiation, relocation, property management and condemnation procedures in order to clear right of way on schedule for facilities to be constructed by the Department of Transportation.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Acquisition of right of way for highways relating to property owners. Included are: Deed file, appraisal file, voucher file, project general file, parcel file and plan file. Deed Files: containing Right of Entry documents, settlement and disbursement statements, title certificates, Right of Way Deeds and Plats, and Condemnation Petitions. Appraisal File: contains appraisal agreements, data books, and comparable sales books and other related documents. Voucher File: contains accounting statements with related documents. Parcel Files: contains option for Right of Way, Preliminary title certificates, appraisal reports, negotiation records, relocation documents. Plan Files: contain aperture cards of original R/W plan referred to in all Department of Transportation recorded deeds. File is arranged: Arranged alphabetically and numerically by county name and project number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? referred to periodically for research after project closing			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers 25 _____; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>Deeds on record in county courthouse.</i>
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>1</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>5</u> years.	e. Administrative need **	<u>Permanent Deeds</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>7</u> years.

**

Attach copy or excerpt of laws or regulations. Explain administrative need. Deed files are needed permanently for research purposes by Right of Way Department. 7 10-years for all other documents.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other then, then,

~~Place in inactive file upon closing of project; cut inactive file at end of calendar year.~~

☒ Hold in the current files area 6 month(s) year(s), then

☐ Transfer to local holding area; hold year(s); then

☒ Transfer to State Records Center, hold 10 year(s), then voucher, appraisal & correspondence files

☒ Destroy. Parcel files and plans after microfilming

☒ Transfer to State Archives for permanent retention. (Deed Files)

☒ Other (Specify) Microfilm Security copy - Transfer to Archives Security Microfilm vault for permanent vital records retention.

Atms ~~Microfilm aperture card upon verification of microfilm transfer to State Archives for permanent security retention.~~

~~Microfilm Reference Copy - Hold in current files area until no longer needed for reference; then destroy.~~

SEE ATTACHMENT

Revision to application approved by Bob McDuffie, District Manager, NRF 7/20/89

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	8/15/88	Martha B. Burk	8/15/88

88-822-01

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

74-016-A

State Records Committee (Signature)

Date

State Auditor/Designee	<i>[Signature]</i>	8-11-89
Secretary of State/Designee	Edward Wilson	8/10/89
Governor Attorney General/Designee	W. H. Roper	8/14/89

ITEM 12

DEPOSITION

Cut off file at the end of completion of Right of Way Acquisition and Certification or the Title, and Final Disposition of any Condemnation Proceedings. Transfer of records to Archives will be completed semi-annually.

DEED FILE - Hold in current files area 6 months; microfilm in duplicated copies, one work copy for research and reference and one security copy; hold microfilms in General Office area until obsolete; transfer original deed files (hard copies) to State Archives for Permanent Retention.

APPRAISAL FILE - Hold in current files area 6 months; then transfer to State Records Center; hold 10 years, then destroy.

VOUCHER FILE - Hold in current files 6 months; remove Consolidated Tabulation Sheet and Microfilm with Deed File; Consolidated Tabulation Sheet remains in Deed File after filming; transfer remainder of file to State Records Center; hold 10 years, then destroy.

CORRESPONDENCE FILE - Hold in current files area 6 months after completion of project; transfer to State Records Center; hold 10 7 years, then destroy.

PARCEL FILE - Hold in current files area 6 months after completion and closing of project; microfilm, then destroy original paper files.

PLANS FILE - When project in completed; Microfilm plans, verify film, then destroy hard copy. *These plans will be put on Equestrian Cards*

~~RECORDS ARE KEPT ON A CALENDAR YEAR BASIS~~

Final Disposition for PLANS FILE Microfilm Copies
Microfilm Security Copy - Transfer to Archives Security Microfilm Vault for permanent vital records retention.

Microfilm Reference Copy - Hold in current files area until no longer needed for reference, then destroy.

Reduction in retention from 10 years to 7 years approved by Bob McDuffie, Rights of Way Office District Manager.

Purging of files and microfilm verification to be completed by Department of Transportation personnel.

Revision approved by Bob McDuffie on 7/20/89. NRF

233-17
7
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Department of Transportation Rights of Way Office No. 2 Capitol Square Atlanta, Georgia 30334	Application Number 74-16-A	
Application Number			Date Received APR 3 1984	Date Completed AUG 2 1984
2. Person to Contact Bobby L. Risper		Working Title Rights of Way Agent I	Telephone Number 656-5372	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>74-16</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest 1973 To Date		5. Records Series Title (followed by title used in office; if different) Rights of Way Acquisition File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges financed by Federal-Aid, State-Aid or Authority funds. Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division. <u>THE OFFICE OF RIGHT OF WAY FUNCTION</u> The function of the Right of Way office is to acquire needed land or interest in land through accepted appraisal, negotiation, relocation, property management and condemnation procedures in order to clear right of way on schedule for facilities to be constructed by the Department of Transportation.				
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Acquisition of right of way for highways relating to property owners. Included are: Deed file, appraisal file, voucher file, project general file and parcel files. Deed Files containing Right of Entry documents, settlement and disbursement statements, title certificates, Right of Way Deeds and Plats, Condemnation Petitions. Appraisal File, contains appraisal agreements, data books, and comparable sales books and other related documents. Voucher File, contains accounting statements with related documents. Parcel Files, contains option for Right of Way, Preliminary title certificates, appraisal reports, negotiation records, relocation docu. File is arranged: Alphabetically and numerically by county name and project number.		
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>?</u> Deed file, appraisal file, and voucher file referred to periodically for research after project closing		
9. Annual Rate of Accumulation of Records		Letter-size drawers <u>25</u> ; Legal-size drawers <u>25</u> ; Shelves <u>25</u> ; Other (specify) <u>25</u>		

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>1</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>5</u> years.	e. Administrative need	Permanent Deeds <u>7</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>7</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need. Deed files are needed permanently for research purposes by right of way department. 10 years for all other documents.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

Place in inactive file upon closing of project; cut inactive file at end of calendar year. ☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

☒ Hold in the current files area 6 month(s) _____ year(s); then

☐ Transfer to local holding area, hold _____ year(s); then

☒ Transfer to State Records Center; hold 10 year(s); then (Voucher, appraisal & correspondence files)

☒ Destroy. Parcel Files after Microfilming

☒ Transfer to State Archives for permanent retention. (Deed files)

☒ Other (Specify)
Microfilm Security Copy - Transfer to Archives Security Microfilm Vault for permanent vital records retention.

Microfilm Reference Copy - Hold in current files area until no longer needed for reference; then destroy.

SEE ATTACHMENT

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Robert R. Jones</i>	3/29/84	<i>Martha B. Buck</i>	3/29/84
State Records Committee (Signature)			
State Auditor/Designee		<i>[Signature]</i>	7/24/84
Secretary of State/Designee		<i>Gaward Weedon</i>	7/18/84
Attorney General/Designee		<i>[Signature]</i>	8/1/84

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

ATTACHMENT

ITEM 12
DEPOSITION

Cut off file at the end of completion of Right of Way Acquisition and Certification of the Title, and Final Disposition of any Condemnation Proceedings.

DEED FILE - Hold in current files area 6 months; microfilm in duplicated copies, one work copy for research and reference and one security copy; hold microfilms in General Office area until obsolete; transfer original deed files (hard copies) to State Archives for Permanent Retention.

APPRAISAL FILE- Hold in current files area 6 months; then transfer to State Records Center; hold 10 years, then destroy.

VOUCHER FILE - Hold in current files 6 months; remove Consolidated Tabulation Sheet and Microfilm with Deed File; Consolidated Tabulation Sheet remains in Deed File after filming; transfer remainder of file to State Records Center; hold 10 years, then destroy.

CORRESPONDENCE FILE - Hold in current files area 6 months after completion of project; transfer to State Records Center; hold 10 years, then destroy.

PARCEL FOLDER - Hold in current files area 6 months after completion and closing of project; microfilm, then destroy original paper files.

RECORDS ARE KEPT ON A CALENDER YEAR BASIS

Microfilm Security Copy - Transfer to Archives Security Microfilm Vault for permanent vital records retention.

Microfilm Reference Copy - Hold in current files area until no longer needed for reference; then destroy.



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

233-17
OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 12/19/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received DEC 19 1973	Date Completed JAN 18 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways - Preconstruction Section Office of Right-of-Way Atlanta, Georgia		4. Person to Contact <i>Joe E. Brown</i> Joe E. Brown	6. Tel. No. 656-5372
		5. Working Title State R/W Engineer	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

9. Exact Series Title

1915 - To Date

Right-Of-Way Acquisition File

10. What is the function of the office in which this record series is created

The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges financed by Federal-Aid, State-Aid or Authority funds. Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division. The Division of Highways is divided into four sections: the Preconstruction Section, which determines project location through aerial photography and mapping, designs the bridges and roads involved, obtains the right-of-way necessary; the Construction Section, which conducts the tests of soil and materials involved, oversees construction and assures quality control, and supervises the seven District Offices throughout the State; the Operations Sections, which issues permits and enforces regulations governing overweight and voersize vehicles, design improvements in vehicular and pedestrian traffic controls, effects the relocation of utilities existing on project right-of-ways, administers State-Aid, and maintains the quality of highways; and the Federal Liason Section, which works to obtain Federal funds and expedite compliance with Federal Highway Administration requirements on Federal-Aid projects

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

See Attached Page.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				25	50
Legal-size File Drawers	431	862	Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)	
				602	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				60	60
				50	20

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☒ YES ☐ NO
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☒ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout? ☒ YES ☐ NO
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept Permanently ~~10/15/71~~

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ Other then:

- ☐ Hold in the current files area month(s)/ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut off.
- ☐ Other: (Specify)

RECORDS ARE KEPT ON A CALENDAR YEAR BASIS

SEE ATTACHED PAGE

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management *File* *Brasfield* *Date 1/17/74*

25. Recommendations	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency/Designee	Date
in Paragraph	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Department of Audits/Designee	Date
25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Designee	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Department of Law/Designee	Date

RIGHT OF WAY ACQUISITION FILE

11. Documents relating to the acquisition of rights-of-way for highways.

Included are:

Deed File

1. plats with revision dates
2. record sheet (Form HD 367)
3. resolution covering acquisition and clearance of rights-of-way with control fo future encroachments and regulation of vehicular traffic (Form HD 508B)
4. one of the following deeds for each parcel
 - right-of-way deed limited access (Form DOT 118LA)
 - right-of-way deed (Form DOT 118RA)
 - right-of-way deed post roads (Form DOT 118R)
5. settlement and disbursement statement (Form ROW 527)
6. data concerning title search

Appraisal File

1. appriaisal
2. certificate of appraiser (Form RW 520)
3. value finding appraisal (Form RW 338A)
4. Abbreviated appraisal report for uncomplicated properties (Form DOT 338B)
5. review appraisers report (Form RW 532)
6. review appraiser field report (Form 533)

Voucher File

1. Monthly statement (Form DOT 9)
2. county data sheet (Form ROW AD) with supporting invoices & claim forms
3. tabulation of appraisals
4. right-of-way cost data short sheet

Correspondence File

1. transmittal letters
2. letters of explanation

File is arranged numerically by project number, thereunder chronologically by year.

1/2

RIGHT OF WAY ACQUISITION FILE

Explanation of Yes Answers to Questions 14-23

14. The series is partially duplicated at the District Offices.
20. The series provides input about the appraised values of right-of-way, actual cost of right-of-way acquisition and billing data into EDP files.
21. The series contains the Monthly Right-of-Way Acquisition Report and the Appraisal Value Report.
22. FHWA PPM30-9 states that right-of-way records must be retained three years after final Federal payment of the project.
23. The series has both administrative and legal value.

RIGHT-OF-WAY ACQUISITION FILE

25. Agency Recommendations

This Agency recommends that the file series be cut off at the end of completion of right-of-way acquisition and the acquisition and certification of the title.

Disposition

Deed File: hold in current files area five years; then retire to vault at State Archives for permanent retention.

Appraisal File: hold in current files area five years; transfer to Records Center; hold five years; then destroy.

Voucher File: hold in current files area five years; remove consolidated tabulation sheet and file in Deed File; destroy remainder of file.

Correspondence File: hold in current files area five years; remove and destroy transmittal letters; retire letters of explanation with the Deed File to Archives for permanent retention.

Rationale

The Georgia Code of Public Transportation Title 95A states that claims against the State must be filed one year after the project is opened to traffic. The Statute of Limitations states that in inverse condemnation cases, action must be brought within five years. FHWA requires that the State let a contract for the construction of a highway within seven years after acquiring the right-of-way. Retaining these files for the recommended retention period will fulfill administrative and legal requirements.

RECORDS ARE KEPT ON A CALENDAR YEAR BASIS